

# Membership Balance Plan

## ENVIRONMENTAL PROTECTION AGENCY

### 1. FEDERAL ADVISORY COMMITTEE NAME

*State the legal name of the FAC*

EPA Board of Scientific Counselors

### 2. AUTHORITY

*Identify the authority for establishing the FAC*

Agency Authority, Deputy Administrator approval document.

### 3. MISSION/FUNCTION

*Describe the mission/function of the FAC*

The EPA Board of Scientific Counselors (BOSC) will provide advice and recommendations on all aspects (technical and management) of the Office of Research and Development's (ORD) research program. As appropriate, the BOSC will consult and coordinate its work with the EPA Science Advisory Board. The major objectives are to provide advice and recommendations on:

- a. ORD's research programs and research-management practices, and to recommend actions to improve research program quality, relevance, and performance, as well as program structure, scientific leadership, coordination/communication, and outcomes;
- b. ORD's program development, progress, and research program balance, which may include evaluation of multi-year plans and implementation of the ORD Strategic Plan;
- c. Use of peer review within ORD to sustain and enhance the quality of science in EPA;
- d. Scientific and management issues specific to ORD Offices, National Laboratories, and Centers; and
- e. ORD's human resources planning, such as scientist career development and rotational assignment programs, and the appropriate scope and design of training programs for environmental research professionals.

### 4. POINTS OF VIEW

*Based on understanding the purpose of the FAC,*

- (a) *describe the process that will be used to ensure the committee is balanced, and identify the categories*
- (b) *consider identifying an anticipated relative distribution of candidates across the categories; and*
- (c) *explain how a determination was made to appoint any individuals as Special Government Employees or Representative members*

The BOSC will be composed of approximately twenty (20) members who will serve as Special Government Employees (SGEs). In selecting members, EPA will consider candidates from the environmental scientific/technical fields, human health care professionals, academia, industry, public and private research institutes or organizations, and other relevant interest areas.

## 5. OTHER BALANCE FACTORS

*List any other factors EPA identifies as important in achieving a balanced FAC*

Balances in disciplines, work sector (i.e., academia, government – federal/state/local, industry, environmental associations), diversity, and geographic distribution area are also considered.

## 6. CANDIDATE IDENTIFICATION PROCESS

*Summarize the process intended to be used to identify candidates for the FAC, key resources expected to be tapped to identify candidates and the key persons (by position, not name) who will evaluate FAC balance. The summary should:*

- (a) describe the process*
- (b) identify EPA key staff involved (by position, not name)*
- (c) briefly describe how FAC vacancies, if any, will be handled by EPA*
- (d) state the membership term limit of FAC members, if applicable*

Approximately 8 months prior to expiration of committee members' terms the DFO meets with EPA's Office of Diversity, Advisory Committee Management, and Outreach (ODACMO) to discuss the outreach plan, establish a timeline, and other issues concerning the membership package. After approval of the outreach plan the DFO conducts outreach for new members in accordance with the plan.

The DFO solicits candidate names through a Federal Register notice and from individuals who are actively engaged in interests relating to environmental scientific/technical fields, human health care professionals, academia, industry, public and private research institutes or organizations, and other relevant interest areas.

After a review of the pool of nominees, a determination is made to consider whether additional outreach is needed. Each candidate is researched to determine whether the person is a federally registered lobbyist. The DFO develops a draft grid of nominees, including at least one additional candidate for each point of view for the function the committee is to perform.

A balance review of the proposed membership is then conducted by ODACMO and the FACA Attorney. Different levels of EPA managers then review the draft package for questions or comments before the final package is prepared.

Formal letters of invitation to serve on the BOSC will be extended by the Administrator or Deputy Administrator of EPA. This cycle will be repeated for any occurring vacancies. Members are usually appointed for a three-year term. Generally, members may be reappointed for a total of 6 years.

## 7. SUBCOMMITTEE BALANCE

*Subcommittees subject to FACA\* should either state that the process for determining FAC member balance on subcommittees is the same as the process for the parent FAC, or describe how it is different*

*\*This is relevant to those agencies that require their subcommittees to follow all FACA requirements.*

EPA plans to use the process that is used to determine advisory committee member balance for the parent (Tier 1) Federal advisory committee for any Tier 2 subcommittee(s) that may be created.

**8. OTHER**

*Provide any additional information that supports the balance of the FAC*

Not applicable.

**9. DATE PREPARED/UPDATED**

March 5, 2014